

<b>Nutrition Services</b> <b>Department of State Health Services</b>
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Effective October 1, 2005

Policy No. AC:35.0

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## **Lost or Stolen Equipment**

### **Purpose**

To ensure proper accountability of state or locally purchased and inventoried equipment.

### **Authority**

7 CFR Part 3016; OMB Circular A-87

### **Policy**

Local agencies (LAs) shall report lost or stolen equipment to include electric breast pumps and collection kits to the state agency (SA) immediately upon discovery of the loss.

### **Procedures**

- I. Notify the SA by telephone immediately upon discovery of lost, stolen, or irretrievable equipment.
- II. If it is determined that the equipment was stolen, notify the local police and obtain a copy of the police report. Forward a copy of the report to the SA along with a letter explaining the circumstances surrounding the theft.
- III. If the equipment was lost, submit a letter explaining the circumstances surrounding the loss including the name of the person responsible for the equipment at the time of the loss.
- IV. If the equipment was lost, an investigation of the circumstances surrounding the loss shall be conducted to determine if negligence was the cause.

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- V. The letter mentioned in II. and III. shall include a description of the procedures instituted to ensure that the loss or theft may not readily occur again.
- VI. Lost or stolen electric breast pumps or collection kits, including those that are lost or stolen out of inventory prior to issuance, must be reported to the SA.
- VII. If the LA or its employees are determined to be negligent, the LA shall reimburse an amount calculated by the SA.